



**Equal Employment
Opportunity EEO
Voluntary Program
2018**

Ken Savage

Fort Smith Transit

Voluntary Equal Employment Opportunity Policy

Fort Smith Transit's (FST) funding partner the Federal Transit Administration (FTA) does not require FST to possess or maintain an EEO Policy. However, FST maintains a voluntary EEO policy to ensure that FST applicants are employed and treated without regard to race, color, creed, national origin, sex or age. Such action shall include, but not be limited to: hiring, promotion, or upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, disciplinary actions, rates of pay or other forms of compensation, and selection for training. Fort Smith Transit will follow the City's affirmative action plan which is designed to achieve full utilization of women and minorities in all parts of the workforce. Applicants will be notified of the policy and process to file a complaint concerning discrimination.

The Transit Director is responsible for program oversight. While managing the EEO program the director will be sensitive to utilization of women and minorities, participation rates relative to the current labor market and traditional exclusions of employment opportunities. The director will work to assess specific racial group information and data for goal projection, as well as identify causes of under utilization (if any) while monitoring the program. Transit management will be evaluated for their participation in the EEO program and all employees will share equally in learning the program requirements and its significance.

Internal applicants may reference the City Handbook for policy information regarding discrimination. External applicant request(s) or concerns may be made in writing to Ken Savage, Transit Director, P.O. Box 1908, Fort Smith AR 72902. Requests or concerns may also be reported directly by phone at (479) 783-6464 or 7-1-1 (Arkansas Relay Service for hearing impaired). Requests or concerns may also be directed to the Human Resources department at 479-784-2221.

To ensure effective outreach, the department will post the program on the department's website and maintain a posting in the public meeting room near the driver's break area to highlight the procedures to file a complaint with the EEOC. The department will also place the following phrase on all of its brochures and advertisements; FST does not discriminate in admission or access to, or treatment or employment in, its program or activities.

The purpose of the EEO program is to ensure equality in all employment practices as well as program adherence with regard to the federal requirements.

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ORDINANCE NO. 85-11

**AN ORDINANCE APPROVING THE HUMAN RESOURCES
POLICY FOR NON-UNIFORMED EMPLOYEES (2011)
AND RESCINDING PRIOR POLICIES**

**BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH,
ARKANSAS, THAT:**

Section 1: The attached Human Resources Policy for Non-Uniformed Employees (2011) is hereby approved. The City Administrator and his designated agents, including the Director of Human Resources, are hereby authorized and directed to implement said Policy.

Section 2: All ordinances and policies of the City in conflict with the Policy approved by Section 1 are hereby rescinded.

This Ordinance adopted this 4th day of October, 2011.

APPROVED:


Mayor

ATTEST:


City Clerk

Approved as to form:

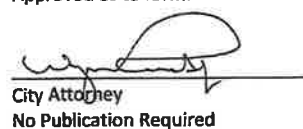

City Attorney
No Publication Required

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SECTION I: Human Resources Policy

A. The following Human Resources principles and policies are established:

1. Employment in the City government will be based on ability and qualifications free from personal favoritism and political considerations.
2. Just and equitable policies and conditions of employment will be established and maintained to promote efficiency and economy in operation of the municipal government.
3. Positions having similar duties and responsibility will be classified and compensated on a uniform basis.
4. Personnel appointments will be based solely on the basis of job-related merit and ability to do the job.
5. *Continuity of employment covered by this policy will be subject to good behavior, satisfactory work performance and the availability of funds. Neither this policy nor the contents of any other human resources policy and procedure handbook that may be used by the City, nor any oral promise, will constitute or imply an employment contract. Rather, employment with the City of Fort Smith is at-will and for an indefinite period of time, capable of being terminated at any time by the employee or by the City.*
6. Every effort will be made to encourage high morale by fair administration of Human Resources policies and by every consideration of the rights and interests of employees consistent with the best interests of the public and the City. This includes open and fair communication efforts between supervisors and employees. However, if an employee believes his or her rights and interests have not been sufficiently considered, he or she may follow a progressive resolution process by presenting the issue, either verbally or in writing, to:

- a. The employee's immediate supervisor. If the employee believes sufficient consideration of the issue is not achieved, then the employee may proceed to step b.
- b. The employee's department director. If the employee believes sufficient consideration of the issue is not achieved, then the employee may proceed to step c.
- c. The Director of Human Resources. The Director of Human Resources will meet with the employee and determine appropriate steps to achieve sufficient consideration of the issue. If the employee believes sufficient consideration of the issue is not achieved, then the employee may proceed to step d.
- d. The City Administrator or his designee. The City Administrator will determine any appropriate steps to achieve sufficient consideration of the issue. The City Administrator's decision will be final.
- e. The resolution process outlined above is not, however, intended to be a formal grievance procedure and, consequently, is specifically not to be construed as to obligate the City to adhere strictly to the process or to obligate the City to any form of arbitration.

B. The provisions of this policy will be applied equally to all employees and applicants without regard to race, color, religion, sex, national origin, handicap or disability, or status as a Vietnam era, special disabled or other veteran who served on active duty during a war campaign in accordance with federal laws. In addition, the City of Fort Smith will comply with all applicable State of Arkansas laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, demotion, discipline, termination, layoff, recall, transfer, leave of absence, compensation and training.

1. To further the principle of equal opportunity for all, the City of Fort Smith has voluntarily developed an affirmative action policy

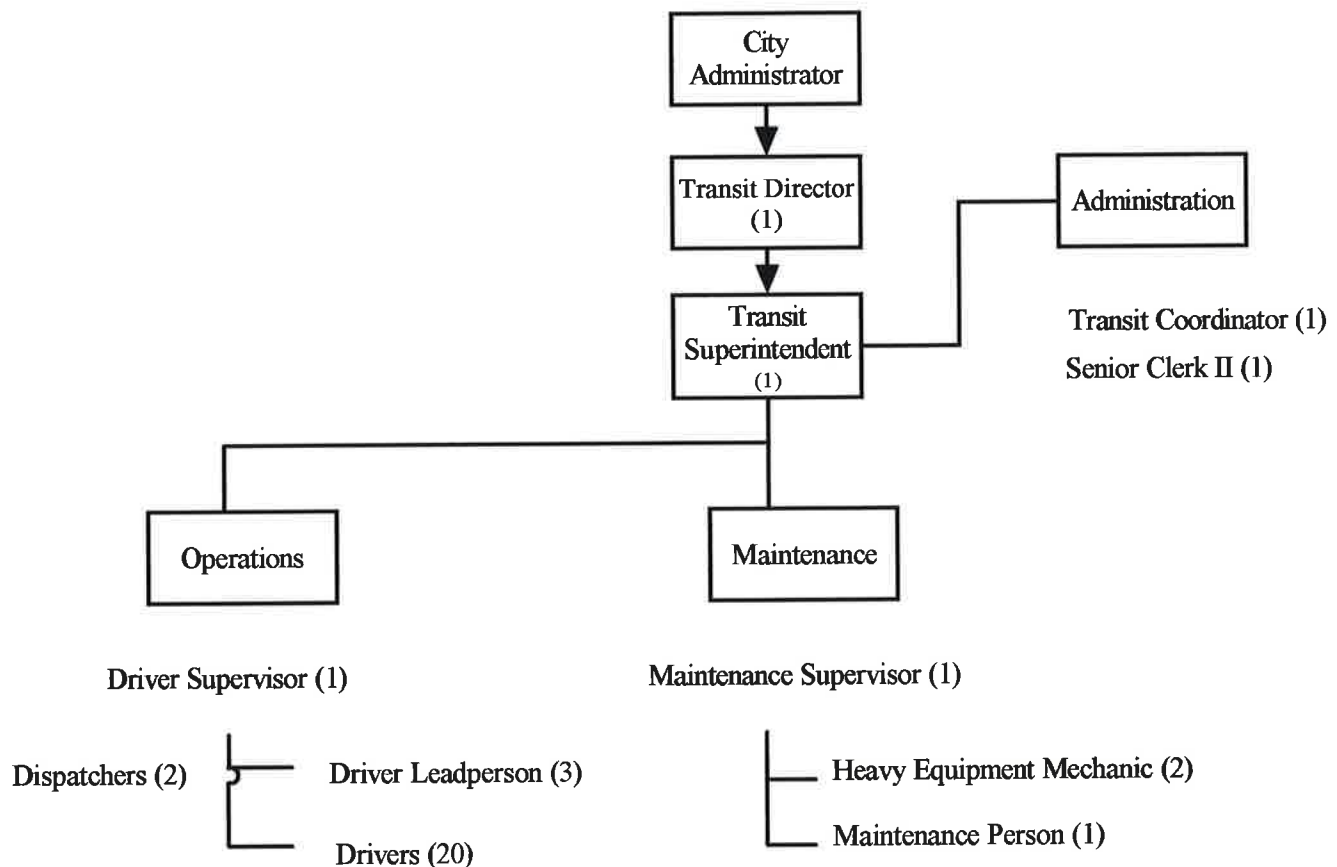
for minorities and women, the handicapped or disabled, and Vietnam era, special disabled or other veterans or those who served on active duty during a war campaign.

2. The City of Fort Smith expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam era, special disabled or other war campaign veteran. Improper interference with the ability of City employees to perform their expected job duties will not be tolerated.
- C. All City employees must be treated equally in their terms and conditions of employment. The harassment of any employee is contrary to this and may be considered a violation of federal law and will be considered justification for disciplinary or other appropriate action. This applies to all employees, supervisors, agents and non employees who have contact with employees during working hours. The following defines harassment and outlines the method by which it should be reported.
1. Harassment is any annoying, persistent act or action that singles out an employee to that employee's objection or detriment, because of, but not limited to, race, sex, religion, ancestry, national origin, age, physical disability, mental conditions, or marital status. Harassment may include any of the following:
 - a. Verbal abuse or ridicule. This includes epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.
 - b. Interference with an employee's work. This includes physical contact such as assault, blocking normal movement, or interference with work directed at an individual because of his/her race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam era, special disabled or other war campaign veteran.

- c. Displaying or distributing sexually offensive or racist materials. This includes derogatory posters, cartoons, drawings or gestures.
 - d. Discriminating against any employee in work assignment or job-related training.
 - e. Unwelcome intimate physical contact.
 - f. Making offensive innuendoes.
 - g. Demanding favors (sexual or otherwise), explicitly or implicitly, as a condition of employment, promotion, transfer, or any other term or condition of employment.
 - h. Retaliation for having reported harassment or cooperating with an investigation.
2. It is every employee's responsibility to ensure that his or her conduct does not include or imply harassment in any form. If however, harassment or suspected harassment has or is taking place, it is the employee's duty to report the harassment.
 3. An employee should report the harassment or suspected harassment immediately to their supervisor, department director, or Director of Human Resources. If possible, this complaint should be in writing, setting forth all pertinent facts. However, the complaint does not have to be in writing. All communication concerning the complaint will be confidential, to the extent feasible, and provided only to those employees and legal council of the City on a need-to-know basis.
 - a. Any employee who receives a report of or has knowledge of harassment will promptly inform the department director or Director of Human Resources.
 - b. Each complaint will be investigated by the Director of Human Resources or designee and a determination of the



Operation Services Public Transit



Purpose: To provide for the operations of the City's transit system to meet citizen transportation needs.

PUBLIC TRANSIT
(continued)

PROGRAM 6550

SCHEDULE OF PERSONNEL	PAY GRADE	FY16	FY17	FY17	FY18
Director	21	1	1	1	1
Transit Superintendent	15	1	1	1	1
Mechanic Supervisor	11	1	1	1	1
Driver Supervisor	11	1	1	1	1
Transit Coordinator(A)	10	0	0	0	1
Administrative Secretary(A)	7	1	1	1	0
Heavy Equipment Mechanic (Not	6	2	2	2	2
Driver Leadperson	6	1	1	1	3
Dispatcher	5	2	2	2	2
Senior Clerk II	5	1	1	1	1
Driver	4	21	21	21	20
Maintenance Person	4	1	1	1	1
Maintenance Laborer	3	0	0	0	0
EMPLOYEE POSITIONS		33	33	33	34

Funding Allocation:
100% General Fund

Note: Transit receives federal reimbursement for personnel and operating costs at 50% and capital at 80% including maintenance of revenue vehicles and maintenance salaries.

**Fort Smith Transit
Utilization of Females and Minorities
Non-Uniformed Employees
2018**

**13 out of 34 employees or 37 % of the city transit work force
Calculations below are based on 100% of female work force**

	Total Females	Total Minorities
Officials & Managers	15%	
Professionals	8%	
Technicians	0%	
Office & Clerical	8%	
Skilled	69%	31%
Semi-Skilled		
Unskilled		

EEO Number of People for Fort Smith Transit

Geography	Occupational Category	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	AIAN non-Hispanic	Asian non-Hispanic	NHOPI non-Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
Fort Smith Transit Statistics #	Total Employed at Work	Total	34	25	1	7					1			
		Male	21	16	1	4								
		Female	13	9		3					1			

EEO Percentages for Fort Smith Transit

Geography	Occupational Category	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	AIAN non-Hispanic	Asian non-Hispanic	NHOPI non-Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
Fort Smith Transit Statistics %	Total Employed at Work	Total	100%	75%	3%	21%					3%			
		Male	63%	48%	3%	12%								
		Female	37%	27%		9%					3%			

EEO Percentages for Fort Smith Transit

Geography	Occupational Category	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	AIAN non-Hispanic	Asian non-Hispanic	NHOPI non-Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
Fort Smith QuickFacts U.S. Census	Total Employed at Work	Total	100%	77%	18%	13%		6%			1%			3%
		Male	49%											
		Female	51%											

Geography	Occupational Category	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	AIAN non-Hispanic	Asian non-Hispanic	NHOPI non-Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
Fort Smith Transit Stats/Target	Total Employed at Work	Total	100%	75%	3%	21%		0%			3%			0%
		Male	63%		Target Category			Target Category						Target Category
		Female	37%		Target Category			Target Category						Target Category

**QuickFacts****Fort Smith city, Arkansas; UNITED STATES**

QuickFacts provides statistics for all states and counties, and for cities and towns with a *population of 5,000 or more*.

Table

Race and Hispanic Origin	Fort Smith city, Arkansas	UNITED STATES
Population estimates, July 1, 2017, (V2017)	NA	325,718,178
PEOPLE		
Race and Hispanic Origin		
White alone, percent, July 1, 2016, (V2016) (a)	X	76.9%
Black or African American alone, percent, July 1, 2016, (V2016) (a)	X	13.3%
American Indian and Alaska Native alone, percent, July 1, 2016, (V2016) (a)	X	1.3%
Asian alone, percent, July 1, 2016, (V2016) (a)	X	5.7%
Native Hawaiian and Other Pacific Islander alone, percent, July 1, 2016, (V2016) (a)	X	0.2%
Two or More Races, percent, July 1, 2016, (V2016)	X	2.6%
Hispanic or Latino, percent, July 1, 2016, (V2016) (b)	X	17.8%
White alone, not Hispanic or Latino, percent, July 1, 2016, (V2016)	X	61.3%

Is this page helpful? ^x

Yes No

Value Notes

▲ This geographic level of poverty and health estimates is not comparable to other geographic levels of these estimates

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Q left of each row in TABLE view to learn about sampling error.

The vintage year (e.g., V2017) refers to the final year of the series (2010 thru 2017). *Different vintage years of estimates are not comparable.*

Fact Notes

- (a) Includes persons reporting only one race
- (b) Hispanics may be of any race, so also are included in applicable race categories
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Value Flags

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the interval of an open ended distribution.
- D Suppressed to avoid disclosure of confidential information
- F Fewer than 25 firms
- FN Footnote on this item in place of data
- NA Not available
- S Suppressed; does not meet publication standards
- X Not applicable
- Z Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.

Is this page helpful? Yes No X

**QuickFacts****Fort Smith city, Arkansas; UNITED STATES**QuickFacts provides statistics for all states and counties, and for cities and towns with a *population of 5,000 or more*.**Table**

ALL TOPICS	Fort Smith city, Arkansas	UNITED STATES
Female persons, percent, July 1, 2016, (V2016)	X	50.8%
PEOPLE		
Population		
Population estimates, July 1, 2017, (V2017)	NA	325,719,178
Population estimates, July 1, 2016, (V2016)	88,133	323,127,513
Population estimates base, April 1, 2010, (V2016)	86,267	308,758,105
Population estimates base, April 1, 2010, (V2017)	NA	308,758,105
Population, percent change - April 1, 2010 (estimates base) to July 1, 2017, (V2017)	NA	5.5%
Population, percent change - April 1, 2010 (estimates base) to July 1, 2016, (V2016)	2.2%	4.7%
Population, Census, April 1, 2010	86,209	308,745,538
Age and Sex		
Persons under 5 years, percent, July 1, 2016, (V2016)	X	6.2%
Persons under 5 years, percent, April 1, 2010	7.6%	6.5%
Persons under 18 years, percent, July 1, 2016, (V2016)	X	22.8%
Persons under 18 years, percent, April 1, 2010	25.5%	24.0%
Persons 65 years and over, percent, July 1, 2016, (V2016)	X	15.2%
Persons 65 years and over, percent, April 1, 2010	12.7%	13.0%
Female persons, percent, July 1, 2016, (V2016)	X	50.8%
Female persons, percent, April 1, 2010	51.3%	50.8%
Race and Hispanic Origin		
White alone, percent, July 1, 2016, (V2016) (a)	X	76.9%
Black or African American alone, percent, July 1, 2016, (V2016) (a)	X	13.3%
American Indian and Alaska Native alone, percent, July 1, 2016, (V2016) (a)	X	1.3%
Asian alone, percent, July 1, 2016, (V2016) (a)	X	5.7%
Native Hawaiian and Other Pacific Islander alone, percent, July 1, 2016, (V2016) (a)	X	0.2%
Two or More Races, percent, July 1, 2016, (V2016)	X	2.6%
Hispanic or Latino, percent, July 1, 2016, (V2016) (b)	X	17.8%
White alone, not Hispanic or Latino, percent, July 1, 2016, (V2016)	X	61.3%
Population Characteristics		
Veterans, 2012-2016	5,099	19,535,341
Foreign born persons, percent, 2012-2016	12.9%	13.2%
Housing		
Housing units, July 1, 2016, (V2016)	X	135,697,926
Housing units, April 1, 2010	37,899	131,704,730
Owner-occupied housing unit rate, 2012-2016	50.9%	63.6%
Median value of owner-occupied housing units, 2012-2016	\$114,900	\$184,700
Median selected monthly owner costs -with a mortgage, 2012-2016	\$960	\$1,491
Median selected monthly owner costs -without a mortgage, 2012-2016	\$335	\$462
Median gross rent, 2012-2016	\$626	\$949
Building permits, 2016	X	1,206,642
Families & Living Arrangements		
Households, 2012-2016	35,553	117,716,237
Persons per household, 2012-2016	2.43	2.64
Living in same house 1 year ago, percent of persons age 1 year+, 2012-2016	81.3%	85.2%
Language other than English spoken at home, percent of persons age 5 years+, 2012-2016	20.7%	21.1%

Is this page helpful? **X**

Yes No